

**NEVADA SYSTEM OF HIGHER EDUCATION
PROCEDURES AND GUIDELINES MANUAL**

CHAPTER 12

**MILLENNIUM SCHOLARSHIP
GOVERNOR GUINN MILLENNIUM SCHOLARSHIP**

Section 1. Purpose and Limitations

The protocols set forth in this Chapter guide the administration of the Governor Guinn Millennium Scholarship (GGMS) Policy and Procedures set forth in Title 4, Chapter 18, Section 9 of the *Handbook*. These protocols are subject to amendment, and are not intended to and do not create any right or interest in liberty or property or establish a basis for any cause of action against the state, its political subdivisions, agencies, boards, commissions, departments, officers or employees.

(Complete A. 5/17)

Section 2.

3. **Diploma from Program for Adult Learners** – A student who graduates with a diploma from a program for adult learners is eligible for the GGMS if s/he:
 - a. Was enrolled in a private or public high school in Nevada with a class regularly scheduled to graduate after May 1, 2000;
 - b.

- b. Repeat/retake courses are eligible for GGMS funds and will be included in the institutions' export process.
 - c. Correspondence courses, credit-by-examination and audited courses do not count toward semester credit hour eligibility requirements.
 - d. Graduate level courses may count toward semester credit hour eligibility requirements and approved for payment only if the course applies to the student's undergraduate program of study. Institutions must maintain documentation of payment for graduate credits. Because the export process only picks up undergraduate credits, once the final grades are posted, the reporting institution must submit an *Authorization to Correct Student Record* form to the Treasurer's GGMS Office, along with documentation of all eligible credits completed with the resulting GPA.
2. **Degree-Seeking Program** – Except as otherwise provided for co-enrolled students under subsection 7 of this Section, institutions should encourage Millennium scholars upon admission to declare a program of study leading to a certificate, associate or bachelor's degree. GGMS recipients must be enrolled in a degree-seeking program for any semester of payment or reinstatement, including summer.
3. **Graduation from Undergraduate Program** – Students may continue to utilize their GGMS after graduation with a certificate, associate's or bachelor's degree, provided they re-enroll in a new program of study as an undergraduate degree-seeking student and have not exceeded their GGMS balance or years of eligibility. The GGMS may not be awarded to students enrolled in graduate degree programs (see Subsection 1 of this Section regarding graduate credits, not to be confused with graduate programs).
4. **National Student Exchange and Study Abroad** – National Student Exchange and Studies Abroad participants may receive GGMS funds if their credits are registered at an eligible institution. The students must register for credits, pay and be counted toward FTE at the institution.
5. **Transferring between Institutions**
- a. **Eligible Institution** – A student receiving a GGMS who transfers to another eligible institution shall continue the GGMS provided that the student maintains eligibility as defined in Section 11 of this Chapter. After transferring, a student must meet all the conditions of Section 11 of this Chapter at the new institution in order to remain eligible for the GGMS.
 - b. **Non-Eligible Institution** – A student transferring from a non-eligible institution to an eligible institution will receive the GGMS if s/he is eligible under Section 2. After transferring and activating the GGMS, students must meet all conditions of Section 11 of this Chapter at the eligible institution in order to remain eligible.
6. **Enrollment at Multiple Institutions (Co-**

2. **Funding** – To receive funding under a reduced credit load, students must submit to the institution's disability resource center (DRC) the *Millennium Students with Documented Disabilities* form bynsies

2. If a student who is not officially approved for co-enrollment is enrolled in 12 credits at a four-year institution (state college or university) and also at the community college, the community college must reverse the student's GGMS award for that term because the dollar-per-credit rate is higher at the university or state college. If the student is enrolled at two community colleges in a minimum of 9 credits at each institution, the colleges must follow the procedure described in Section 6(c) of this Chapter. If the student is enrolled at two four-year institutions, the first distribution takes precedent (unless the student withdraws from one of the institutions during the 100 percent refund period, in which case funding is reversed at the institution where the withdrawal occurred).
3. Effective Fall 2005, Millennium funds cannot be used to pay for remedial/developmental courses, defined as any course with a course number less than 100. However, remedial course enrollment may be used towards the 9 or 12 credit enrollment requirements.
4. Students are required to pay for any costs above the amount of the GGMS received.
5. It is the responsibility of the student to notify the institution if the student chooses not to use the GGMS for a given semester. This must be done each semester, and prior to the end of the 100 percent refund period. Students may not "refuse" their GGMS after the end of the 100 percent refund period. Institutions must document that the student refused their GGMS.
6. After the Treasurer's GGMS Office confirms eligibility data for continuing students, institutions may begin packaging for the next award year (usually in mid-June). The NSHE Department of Academic and Student Affairs will forward the notification to the appropriate campus personnel.
7. Initial funding will be paid to the student each fall and spring semester before the start of the semester. All institutions may pay students for credits in which they are enrolled and are eligible for funding before the start of the semester, up

Section 9. Cost of Attendance

1. Eligible students receive a GGMS award calculated at a per semester credit based on the type of eligible institution they attend. Millennium funds that exceed the cost of fees or that are awarded to a student receiving other aid that covers fees may be used for registration fees, course fees, laboratory fees and expenses; required textbooks and course materials; and other costs related to attendance. Costs of attendance shall be defined by the institution and shall include costs defined under federal financial aid guidelines. There is no requirement that institutions assign a priority order for applying Millennium funds to the student account.
2. In no case may the GGMS be awarded when the award will cause the student's total financial assistance to exceed the cost of attendance at the eligible institution the student attends. However, loans or other "self-help" aid should be reduced wherever possible to accommodate a Millennium award.

(Complete A. 5/17)

Section 10. Appeals of Initial Eligibility

See Section 2 of this Chapter for eligibility requirements.

If a student is not on the eligibility list provided by the Treasurer's GGMS Office to NSHE and wants to appeal the decision that the student is ineligible, the student shall complete an *Initial Eligibility Appeal* Form and return it to the NSHE Department of Academic and Student Affairs for tracking and reviewing appeals.

1. **Documentation** – The Department of Academic and Student Affairs may request additional information necessary to review the appeal. For problems related to GPA, Proficiency Examination Scores, or ACT/SAT scores, documentation must be submitted to the NSHE Department of Academic and Student Affairs by the official agency providing the scores:
 - a. GPA - high school/school district (via official transcript);
 - b. Proficiency Examination Scores - high school or State Department of Education, as appropriate (or official transcript); o.2 (r)-5.9 (a.6 (at)-6.6 (i Tw 4S)2 (t)-6.6 (a (i)2.6 (c)-6)2.6 (al(i Tw

5. Institutions may continue to make adjustments via these forms until the end of the annual reconciliation for that semester, after which no further adjustments may be made until such a time as a “one-time” clean -up is approved by the State Treasurer and the NSHE Chancellor or their designees. The GGMS fiscal year runs from the start of summer semester through the end of the spring semester of the following year. The annual reconciliation deadline is January 31 of the following year. If an institution approves a 100 percent refund after the reconciliation, eligibility for that student is updated, but disbursement information is not affected. See Section 13 of this Chapter for details.
6. In the case of irregular semesters, credits for the irregular semester are reported according to institutional practice.
(Complete A. 5/17, 6/18)

Section 12. Regaining GGMS Eligibility

1. **Meet Eligibility Requirements** – Eligibility may be reinstated according to Title 4, Chapter 18, Section 9.16 (Regaining Scholarship Eligibility) of the *Handbook*.
2. **Co-Enrollment** – The co-enrollment agreement may not be used to allow students to regain eligibility.
3. **Students with Disabilities** – Students with disabilities may regain eligibility under a reduced credit load, noted on the *Millennium Students with Documented Disabilities* form each semester, to be completed by the institution’s DRC and financial aid office and sent to the Treasurer’s GGMS Office as provided in Section 6 of this Chapter.
(Complete A. 5/17)

Section 13. Refund Procedures

- a. If the institution is not able to contact the student and the Millennium fiscal year is not closed, then the check may be redeposited, and the Millennium disbursement may be pulled back for the student (up to the amount disbursed) and the dollars returned to the Treasurer.
- b. If the Millennium fiscal year is closed, and the institution has been unsuccessful in contacting the student, the monies may be retained by the institution and transferred to the fee distribution account. No adjustment is made to the student's Millennium disbursement.
- c. Under no circumstances may a student be allowed to repay the GGMS after the 100 percent refund period in order to regain eligibility. If the student has not yet cashed the check and still has possession of the check, the student must cash the check – it may not be returned to the institution.

(Complete A. 5/17)

Section 14. Office of the State Treasurer-Distribution of Funds

1. According to the calendar maintained by the Department of Academic and Student Affairs pursuant to Section 15 of this Chapter and upon request of the NSHE System Administration, each NSHE institution will summarize the total Millennium disbursements to date and communicate this to the NSHE System Administration office. Summer school attendance is submitted at the same time as fall (see Section 7).
2. Each institution has an individual add/drop period. One business day after the last applicable individual add/drop period, NSHE System Administration will submit an invoice to TD[apple I]2.6 (

6. On February 1, following the end of the Annual Reconciliation Process, a final funding request will be made based on the Millennium disbursement report. Prior to that date, System Administration will request from the State Treasurer's Office a reconciliation file.

Error/discrepancies/adjustments must be reported to the Treasurer's GGMS Office on or before the last working day of January. The final advancement of funds for the fiscal year is based on the annual reconciliation process.

7. After the "Annual Reconciliation" is completed on January 31, no funding adjustments will be made regardless of the circumstances.
8. "One-time" clean ups may be approved on a case-by-case basis jointly by the State Treasurer and NSHE Chancellor or their designees to occur outside the normal annual reconciliation period for purposes of correcting substantial accounting discrepancies between the State Treasurer and NSHE institutions. The clean-up process is not intended to be used to fund students who were previously not funded for closed years.

(Complete A. 5/17)

Section 15. GGMS Forms and Calendar

Forms related to the GGMS will be maintained by and available through the State Treasurer's Office. The NSHE Department of Academic and Student Affairs shall maintain a calendar with dates for the administration of the GGMS on the NSHE website.

(Complete A. 5/17)